

15 FAH-1 H-120 NEW EMBASSY COMPOUND (NEC) AND MAJOR RENOVATION CONSTRUCTION – BUILDING TURNOVER AND WARRANTY ADMINISTRATION

*(CT:FM-1; 12-29-2005)
(Office of Origin: OBO)*

15 FAH-1 H-121 OBJECTIVES

(CT:FM-1; 12-29-2005)

The main objectives are to:

- (1) Identify the responsibilities of the supervision of the warranty obligations during building turnover, immediately after issuance of the certificate of occupancy; and
- (2) To define the categories of spare parts included in the construction contract.

15 FAH-1 H-121.1 Definitions

(CT:FM-1; 12-29-2005)

Building operating expenses: Expenses that cover other expendable items required for routine daily operation and maintenance, such as light bulbs, generator fuel, refrigerant, filters, and belts, that are specifically generated by the project that will be provided for through future International Cooperative Administrative Support Services System (ICASS) budget cycles, but require interim funding support during the first year of occupancy. These must be considered in preparing the construction working estimate (CWE). Initial preventive maintenance labor contract costs, such as recurring generator maintenance, chiller maintenance, or water treatment system maintenance, are also eligible for Initial operations and maintenance (O&M) funding.

Initial operation and maintenance funds: A term used in the preparation of the construction working estimate (CWE) to cover funding for all costs expected to be incurred for routine operation and maintenance during the first year of occupancy of a new embassy compound (NEC).

Spare parts: Items normally specified in the contract Specification

Divisions 2-16 (usually identified as “extra materials”) required for repair or replacement of equipment (e.g., compressors, coils, motors, pumps, valves, electrical circuit boards). These are paid for with construction contract funds. Other spare parts derived by the contractor in compliance with the applicable Division 1, Operation and Maintenance Data specification, can be ordered by post, using Initial Operation and Maintenance funding.

15 FAH-1 H-121.2 Procedures

(CT:FM-1; 12-29-2005)

During the construction phase of work, the Bureau of Overseas Buildings Operations (OBO) project director must collect, assemble, and document the contractor's submission of items required for maintenance and operation of the completed building, including of the warranty requirements in the construction contract. These building turnover items consist of the following:

- (1) The Construction and Commissioning Division of the Project Execution Office in the Bureau of Overseas Buildings Operations (OBO/PE/CC) must monitor systems operations as specified in the construction contract and assist the post facility manager in becoming familiar with all systems;
- (2) OBO/PE/CC shall make available contractor-furnished manufacturers' operating instructions (maintenance manuals) to the Facilities Management Division of the Operations and Maintenance Office in the Bureau of Overseas Buildings Operations (OBO/OM/FAC) for review prior to the turnover to post. OBO/OM/FAC will provide a coordinated response with the post facility manager to OBO/PE/CC for close-out purposes;
- (3) OBO/PE/CC must make a set of final as-built drawings available to the post and a set for the archives of the Design and Engineering Division of the Project Execution Office in the Bureau of Overseas Buildings Operations (OBO/PE/DE);
- (4) OBO/PE/CC is responsible for the complete systems maintenance training of post facilities maintenance staff as specified in the construction contract;
- (5) OBO/PE/CC must turn over contractor-furnished spare parts in conformance with contract specification sections (Division 2-16). Also, OBO/PE/CC must turn over the contractor-derived spare parts list in accordance with the applicable Division 1 operations and maintenance (O&M) data specification. The project director will turn over this list at least 60 days prior to substantial completion to

- OBO/OM/FAC through the post facility manager to allow for review, approval, and funding by post;
- (6) OBO/PE/CC must ensure that the contractor develops and provides the facility maintenance plan and loads it into the post's computerized maintenance management system (CMMS). Prior to installation in the post system, OBO/PE/CC provides the comprehensive equipment inventory and draft maintenance plan prepared by the contractor to OBO/OM/FAC for review and approval. Also, the contractor is responsible for the complete testing and training of appropriate post personnel to use it;
 - (7) OBO/PE/CC and OBO/OM/FAC recognize that for all OBO/PE/CC to OBO/OM/FAC turnover issues requiring post acceptance, the facility manager or officially designated representative is the single accepted signature authority at post; and
 - (8) OBO/PE/CC identifies for the post facility manager the amount of initial O&M funding identified in the project construction working estimate. Post is responsible for developing estimates for eligible expenditures. OBO/PE/CC, in conjunction with the on-site project director, must ensure that all the required follow-on contractor visits during the warranty period are identified and scheduled with the facility manager.

15 FAH-1 H-121.3 After the Acceptance Phase

(CT:FM-1; 12-29-2005)

- a. At the end of the building acceptance phase, the certificate of occupancy is issued and the building becomes occupied. At this point, after the U.S. Government accepts the facility from the contractor, the facility manager assumes the responsibility for the upkeep of the building and is responsible for initializing and executing the warranty provisions of the construction contract.
- b. The facility manager collects, archives, and tracks maintenance performance in the post's computerized maintenance management system (CMMS) and is responsible for spare parts inventory and control. Some latent problems may become evident after the final building acceptance, making it necessary for the post facility manager to pursue the warranty provisions of the construction contract through the contractor. If the construction contractor refuses to honor the warranty obligation, the post facility manager, with assistance from the Facilities Management Division of the Operations and Maintenance Office in the Bureau of Overseas Buildings Operations (OBO/OM/FAC), should contact the appropriate area senior project executive from the Construction and Commissioning Division of the Project Execution Office in the Bureau of

Overseas Buildings Operations (OBO/PE/CC) for further contract enforcement actions.

15 FAH-1 H-122 THROUGH H-129 UNASSIGNED